# IDACS NEWS QUARTERLY

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**www.in.gov/isp/idacs**

## $.H.  Messages

$.H. administrative messages are sent to selected users in response to particular actions taken on NCIC 2000 records, either through inquiry or maintenance by the users.

There are three (3) types of $.H. messages.

### $.H. Originating Agency Notification

A $.H. administrative message is sent to the ORI of a record when an inquiry, enter, or modify transaction results in a hit response, and the Notify Originating Agency flag (NOA) is set to Y in a NCIC 2000 formatted record. This replaces the use of NOAH in the MIS Field of an NCIC formatted record which did not generate an automatic message but directed the user to contact the owner of the record.

### $.H. Delayed Inquiry Hit Notification

A $.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days

### $.H. Delayed Inquiry Hit Response Notification

A $.H. administrative message is sent to the ORI of a inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made.

### H_RR  Delayed Hit Message

H_RR administrative messages are sent to selected users in response to particular actions taken on IDACS records, either through inquiry or maintenance by the users.

H_RR administrative message is sent to the ORI entering a record which resulted in a hit response for an inquiry made within the last 5 days.

The ORI of an inquiry transaction will receive the H_RR when a hit response is generated because of a subsequent entry. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made.

The $.H. and the H_RR messages are intended to assist agencies in sharing information that may bring a fugitive to justice or assist in recovering stolen property.  If you receive one of these messages your agency should make contact with the entering or inquiring agency (whichever the case may be).

# Bulletin Board File

A new file is now available on the IDACS System called the Bulletin Board File. This file is to be used to distribute and provide information from an agency to all agencies that have access. Previously the AM Message, or commonly known as the Switched Message was used to distribute information regarding training, retirement, or death notifications of family members of active police personnel. The Bulletin Board File will now be used for those purposes. It will be the entering agency's responsibility to maintain the record, which includes any modification or cancellation of the record (s). The entry will be kept in the system for thirty (30) days and then the record will automatically be purged.

*COMMENTS FROM THE IDACS COMMUNITY.*

*"I really like the new system! It is very obvious that a "dispatcher" had some input.".*

*Pam Richardson Anderson PD.*

Messages entered into the Bulletin Board File must be of a bona fide need and nature pertaining to law enforcement/criminal justice duties and responsibilities. All entries must be professional, businesslike and qualify under the following topics:

| | |
|---|---|
| Training Other | Training to be held i.e. Firearms Training, etc. |
| Training IDACS | Information pertaining to IDACS Training or refer to Omnixx Trainer |
| System Information | System outages or changes scheduled |
| Retirement Notices | Retirement of personnel |
| Procedures | Changes in system procedures |
| Policies | Changes in system policy |
| Personnel | Information pertaining to active personnel |
| Other | Any Miscellaneous posting |
| Meetings | Scheduled meetings opened to other agencies |
| Legislative Updates | Updates received from the legislature |
| Job Postings | Job Vacancies |
| IDACS Certification | Information pertaining to IDACS Certification or refer to Omnixx Trainer |
| Events Other | Special Events of interest for Law Enforcement |
| Events Official | Official Events of interest for Law Enforcement |
| Death Notifications | Funeral or Death notices immediate family only of Active Law Enforcement |
| Audit | Information concerning Audits or Procedures |
| Announcements Other | Miscellaneous Announcements |
| Announcements Official | Official announcements pertaining to that agency |

To make an entry into the Bulletin Board File, fill in all applicable information into the User Data and Agency/Case Data. In the Bulletin Board Data Section, enter the appropriate topic for the information to be posted. Up to 500 free text characters can be entered into the Remarks field. At the end of each sentence of the message it is necessary to depress the enter key to start the next line. Failure to do so will cause the message to run continuously and off the screen. Once the entry has been made, the entry response will provide a control number. The topic and control number will be required to make any modification or cancellation to the record(s).

## IDACS Salutes David Mollenkopf

Dave was appointed to the Indiana State Police Department on September 1, 1962.  He was assigned Marion County as a road trooper until 1968. In 1968 Dave was promoted to the rank of Sergeant and assigned as the District Public Information Officer, which in those days was called Safety Education Sergeant. During his years as the Safety Education Sergeant, Dave could be seen every Saturday morning as the host of Safety Corner, which was seen on local channel 13 WTHR. David Letterman was a local news anchor at the time and occasionally would act as the announcer for Dave's Safety Corner program which ran for approximately three years.  During the same years, while working the Indiana State Fair, Dave was fortunate to have met and assisted many celebrities, such as Roy Rogers, Bob Hope and Red Skelton.

**Dave Mollenkopf  1962**

In 1974, Dave was assigned as the Hancock County Squad Sergeant. District realignment in 1980, moved Hancock Co from the Indianapolis Post to the Pendleton Post and Dave remained the Squad Sergeant.  In 1986 Dave became the IDACS Security Officer, a position he held until his retirement in August 1994, seven days short of thirty two years of service.

Dave recalls that in his first years with the department, in order to check a drivers license, you had to call it in to dispatch.  The dispatcher would then send a teletype to the BMV, who would then have to read the teletype, manually perform the drivers license check, and then send a teletype back to the dispatcher, who would read it and  provide it back to the officer. According to Dave, "you may get the response in fifteen minutes or you may get it Monday! "

Dave is amazed at the transformation of the IDACS system as it is today.  He is still very involved in the direction and implementation of today's IDACS system, serving for the last five years as the Area V representative to the IDACS Committee.

Today, Dave works for the Indiana Department of Revenue's Criminal Investigation Division.  He resides in Hancock County with his wife of forty one years, Jackie, they have three adult children, and three grandchildren.

The success of today's IDACS system is due in large part to the efforts and dedication of individuals like David Mollenkopf. His service to the citizens of Indiana and the IDACS Community are genuinely appreciated, and graciously applauded.

**Dave Mollenkopf 2004**

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### IDACS POLICY REMINDERS

NEW OPERATORS
Agencies are reminded that IDACS policy requires that for new operators, coordinators must submit a letter requesting a USERID be assigned. The letter must indicate that a III was ran, and any records found. The letter must be accompanied by a fingerprint card (Blue) on the applicant. With the fielding of the new Omnixx system, underline coordinators must also send a 3x5 card listing the op-

erator's challenge and Reply question. The operator will be issued a probationary USERID, which will be good for six months.

ALL OPERATORS
IDACS certifications are valid for two years.

AGENCIES
All terminal agencies providing IDACS services to non-terminal

agencies, must have a non-terminal agency agreement (signed by both agencies) on file. A copy of this document must also be provided to IDACS.

## Frequently Asked Questions and Their Answers

**Q:** Is there a SOC Registration Inquiry screen on Omnixx like Legacy's Screen 034?
**A:** Yes. The form is located under Forms / BMV Functions / Registration Queries / Plates By SOC in OLN (LQOLN). Remember to place the letter **S** in front of the SOC and do not use dashes.

**Q:** How do I run an Aircraft Registration Query on Omnixx?
**A:** This function has been removed from the system per NLETS. Aircraft registration data can be obtained at the following Web site:
http://registry.faa.gov/aircraft.asp

**Q:** What is the difference between a DNQ and RNQ request?
**A:** DNQ Requests are for Driver's License data and RNQ Requests are used when an agency needs a list of vehicles registered to a subject and no SOC or BMV data is known. If the SOC is not listed on the driving record, Data Operations cannot retrieve a SOC to run this transaction. If the SOC is on the driving record, agencies can use the Plates by SOC in OLN (LQOLN) form to retrieve the data.

**Q:** How do I attach an add-on trailer to a base vehicle entry?
**A:** There are no longer add-on vehicle entries. Trailers and other vehicles stolen with the base vehicle must be entered as separate vehicle entries. Vehicles will also be automatically linked to all Wanted File entries that share the same case number and ORI. Note that these entries must be made within 30 days of each other. That way, one query will return all Wanted File Entries associated with a case.

**Q:** I sent a transaction but never received an **Acknowledgement From Switch**, only a **Sent Message Icon**. Why?
**A:** The switch acknowledgement has been turned off for some message types. Also there is a known issue where the switch does not send error messages when incorrect data is entered into a form or data is missing from a form when the transaction is sent. Retry your transaction and, if it still fails to transmit, review the form for possible errors or omissions and retransmit. Call Data Operations if these steps fail to assist you.

**Q:** My traffic is routed. Why can't another agency run 10-27/28/29's with our ORI?
**A:** Routing in Omnixx only sends messages from the offline station (routed station) to a second station (route station). Routing no longer transfers the routed station's ORI to the route station. The route station will receive all of the routed station's messages but will be unable to use the routed station's ORI to run traffic.

**Q:** There are new County Distribution Codes in Omnixx. Who receives these?
**A:** These codes send your message to all law enforcement agencies in the specified county, not just to the Sheriff's Department and/or Jail.

**Q:** Why do my switched messages run off the screen in the Omnixx Message Window?
**A:** Operators must hit the **Enter** key at the end of each line in the Omnixx Administrative Message form. There is no text-wrap feature in Omnixx Force.

# Your USER ID and Password

Gone are the days of OID's that not only the operator knew, but their coordinator, assistant coordinator, the IDACS staff, and Data Operations. Gone are the days of a different OID number at each agency you work at. You can now move from one agency to another, or work at more than one agency with the same User ID. Gone are the days of being a full service operator, just because the agency was full service, but you work in records and need to just make inquiries. These days are now gone and IDACS has a new system .

Let's take a look at User ID's and Passwords. Obtaining a User ID for a new employee is very simple. The process is the same as before. The Coordinator needs to:

A.  Have the new operator finger printed.
B.  III/CHRI ran on the operator.
C.  A letter on department letter head, requesting the type of user. (Full Service, Inquiry, or MDD)
D.  The operator needs to include a challenge question. Write the question and answer on a 3x5 card and seal it in an envelope. (Only the operator should know the question and answer)
E.  The Coordinator will include all this in an envelope and mail to IDACS.

The new operator will than be entered into the system and assign a User ID.

A User ID will be assigned to every operator, most will resemble first initial and last name. The first time that an employee logs successfully onto the system, the User ID and Password will be the same.   After the initial log on, the operator needs to change the password to something only they know. It can have between 4 and 15 characters, letters and/or numbers, and must be capital letters.  The password will need to be changed every 60 days. The User ID will remain the same, and will go from agency to agency with that operator.  The User ID cannot be changed.  IDACS cannot change the User ID because of any name changes; the history of the user is associated with that User ID in the system forever.

Expired or locked out passwords will be handled by IDACS or Data Operations.  If an operator allows their password or certification to expire, or forgets and tries to log in more than 3 times with the wrong User ID and Password, the operator will be locked out of the system. The staff at IDACS or Data Operations will reset the Password and User ID, after the operator answers the challenge question.  For expired certifications, the staff will direct the operator to the Trainer portion of the new system.

Trainer is the other icon an operator will see when logging on to the system.  In Trainer an operator can read lesson plans and take certification tests. In the future, this can become an interactive tutorial for Omnixx. The test results will automatically be updated.

In the past once an operator was IDACS certified the original day and month never changed, just the year of expiration.  Now when operators are recertified they will receive a full 2 years from the day of the test until ex-

piration.  An operator can log in up to six months before the certification expires and take a test.  An operator cannot log on after the expiration of certification and take the test, they will be locked out. If an operators certification expires contact IDACS for options.

Every operator should protect their password.  This is important as each operator is held accountable for every inquiry ran with their User ID and Password.

IDACS and access to the system has changed and for the better.

# Mixed Company – Is Your Network Public?

From an administrative standpoint, one of the most noticeable differences with regard to NCIC2000 is the FBI's heightened emphasis on security. Even before the tragic events of 2001 called the nation's collective attention to our overall lack of security, the FBI's Criminal Justice Information Services (CJIS) Division created a new position of responsibility in each Control Terminal Agency (CTA), the Information Security Officer, or ISO for short. CJIS then published a formal Security Policy to define the information security requirements to be followed by every agency with access to CJIS data.

Among the new security requirements defined in the CJIS Security Policy is the requirement for encryption whenever CJIS data is in a "public network segment." The latest version of the CJIS Security Policy states,

> "All FBI CJIS Division's information passing through a public network segment must be protected with encryption, while in that segment …"

CJIS Security Policy, Version 3.2, August 2003, p. 13

Later articles will discuss the basics of encryption, but **before you dismiss this requirement out-of-hand because you think your network is private, *think again.***

Many in the criminal justice community erroneously assume that because their network is inaccessible to the general public, it must be a private network. However, CJIS has a different definition for what comprises a "public" network that may encompass your situation. Again, according to the CJIS Security Policy,

> "A 'public network' segment for CJIS purposes is defined as a telecommunications infrastructure consisting of network components that *are not owned, operated, and managed solely by a criminal justice agency*.
>
> <div align="center">* * *</div>
>
> The *usage* of such a network *by non-criminal justice entities* dictates that it be considered a '*non-secure*' network."

**CJIS Security Policy, Version 3.2, August 2003, p. 14** *(emphasis added)*

Given the terms of the policy, how does your network rate? Are you part of a larger county or municipal government LAN or WAN, used by the Fire Department, the Department of Public Works, the Assessor's Office, or even the Mayor? If the network is used by *any* entity that is not specifically a *criminal justice agency*, then you need to consider encryption. Even if the network is used solely by your police or sheriff department, do you have disparate geographic locations connected by a circuit leased from the local phone company? If your agency does not *own, operate, and manage* every network component in the circuit, then you *certainly* need encryption.

These considerations are by no means exhaustive, but they should form the beginnings of your assessment of your network needs and weaknesses. All of us responsible for criminal justice networks need to give security our top priority, and not just once, but in a mode of continual reassessment. Responsible network management practices encourage it. CJIS demands it.

# New Field in the Wanted Person File

When entering a warrant into IDACS/NCIC 2000 you will find the new field Warrant Type (WTY) in the Agency/Case Data section.

The Warrant Type (WTY) field will assist the state as well as your agency in  gathering statistics . The user is expected to  include this data at the time of entry. If a record was entered into IDAC prior to IDACS/NCIC 2000 implementation and your agency would like to include the WTY, the record can be modified at any time.

## My Dog Can Walk On Water

There was a hunter who came into the possession of a special bird dog. The dog was the only one of its kind, because it can walk on water. One day he invited a friend to go hunting with him so that he could show off his prized possession. After some time, they shot a few ducks, which fell into the river. The man ordered his dog to run and fetch the birds. The dog ran on water to fetch the birds. The man was expecting a compliment about the amazing dog, but did not receive it. Being curious, he asked his friend if the friend had noticed anything unusual about the dog. The friend replied, "Yes, I did see something unusual about your dog. Your dog can't swim!"
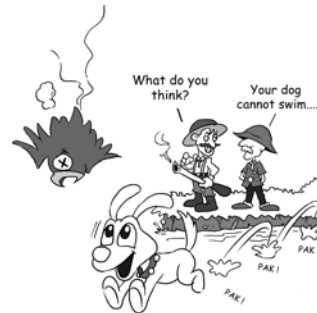
## Success Principles

More than 90% of the people that we face everyday are negative. They choose to look at the hole in the middle rather than the doughnut. Do not expect compliments or encouragement from them. These are the people who cannot pull you out of your present situation. They can only push you down. So be aware of them, spend less time with them, and do not let them steal your dreams away from you.

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**We're on the Web!**
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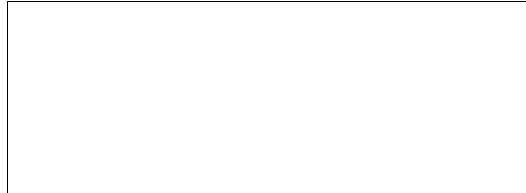
## IDACS Staff

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Holly White (Working Leader)
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